

EDITED TASK LISTING

CLASS: Correctional Administrator, Department of Corrections

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Reviews inmate disciplinary process including Rules Violation Reports and facility logs to ensure compliance with due process consistent with various laws, rules, regulations, (e.g. Penal Code [PC], California Code of Regulations [CCR] Title 15, Department Operations Manuals [DOM] and departmental directives etc.) as needed.
2.	Maintains Register of Institution Violations to provide documentation as mandated by PC 2081, DOM 52080.15.1, CCR Title 15, Section 3326.
3.	Certify staff to serve as disciplinary hearing officers consistent with CCR Title 15, Section 3310 (d), as needed.
4.	Works cooperatively with the Health Care Manager/Chief Medical Officer to ensure custodial functions associated with providing inmate health care services, to include medical, dental, and mental health, are delivered. This includes, but is not limited to: Mental Health Services Delivery System (Enhanced Outpatient Programs, Correctional Clinical Case Management Systems [CCCMS], Mental Health Crisis Bed); Medical Quality Assurance; Interdisciplinary Treatment Team; Infectious Disease Control; Suicide Prevention Program and Emergency Medical Response Review process; etc. as outlined in PC, DOM, CCR Title 15 and relevant court mandates as needed.
5.	Reviews uses of force in their division to ensure all policy and procedure requirements are met, identify training needs, operational deficiencies, and possible corrective action as required by departmental Use of Force policy as necessary.
6.	Participates as a member of the Executive Use of Force Review Committee to ensure compliance with PC and departmental policies and procedures as directed.
7.	Participates as a member of the Institution Classification Committee (ICC) to provide knowledge and expertise to evaluate the housing, program, and treatment needs of inmates and ensure due process requirements are met as directed by CCR Title 15.
8.	Monitors and provides oversight to the Initial/Unit Classification Committee within their division to ensure compliance with departmental policies and procedures pursuant to PC, DOM, and CCR Title 15, on an ongoing basis.

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9.	Conducts internal audits in a variety of areas to maintain compliance with departmental mandates concerning security, escape prevention, key/tool control, fiscal, environmental health & safety, medical and mental health, administrative segregation, emergency operations plan, Watch Office Tracking System, Personnel Post Assignment Schedule (PPAS), etc. utilizing existing resources (e.g. audit tools, DOM, Injury and Illness Prevention Plan, staff, etc.) on an ongoing basis.
10.	Continually evaluates and adjusts prison population levels in accordance with Institution Activation Schedule, institutional mission and ensures maximum utilization of available bed space employing Weekly Population Report, institutional count, parole projections, etc. as needed.
11.	Implements and/or monitors all aspects of safety and security within a correctional setting to ensure accountability of staff/inmates and physical plant integrity (e.g. proper operation of gates, vehicles, fences, safety equipment, armory, keys and locks, etc.) utilizing various resources (e.g. policies, procedures, audits, PC, CCR Title 15, DOM, etc.) on an ongoing basis.
12.	Oversees the development of various written documents (e.g., Post Orders, Operational Procedures, Emergency Operations Plan, DOM supplements, etc.) to provide information, direction and ensure safety, security, and efficient operation of the institution utilizing various resources (e.g., policies, procedures, PC, CCR Title 15, DOM, etc.) as directed.
13.	Participates in the development of lockdown and/or modified program plans that provide necessary support services (e.g., food, clothing, hygiene, health care, etc.) to operate during restricted movement of inmates, in accordance with PC, CCR Title 15, DOM, as needed.
14.	Monitors lockdown and/or modified program on a daily basis making adjustments as a result of information received, with the goal of returning to normal operations as soon as safely possible in accordance with various resources (e.g., policies, procedures, Program Status Report, etc.).
15.	Reviews and monitors the inmate appeals system at the informal, first and second levels to ensure the inmate population has an appropriate avenue to appeal any departmental decision, action, and/or condition that has an adverse effect on the inmates' welfare as outlined in the PC, CCR Title 15, DOM, as needed.

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16.	Coordinates the Equal Employment Opportunity program (EEO) including tracking of local discrimination complaints, referrals of formal discrimination complaints, recruitment, training and assignment of EEO counselors for informal resolutions, training of institutional staff at all levels, utilizing various resources (e.g., Federal and State law, DOM, etc.) as mandated.
17.	Represents the department regarding institutional or departmental matters at meetings, conferences, hearings, etc., to obtain information and/or convey the interest of the department utilizing interpersonal skills, professionalism, knowledge, etc., as needed and/or upon request.
18.	Prepares written documents to effectively disseminate information to the public, departmental staff, and inmate population utilizing knowledge of departmental policy, procedures, and resource materials, as needed.
19.	Effectively manage a program/division by providing leadership, utilizing personal experience, available resources, department guidelines, effective communication and interpersonal skills as needed.
20.	Serves as Administrative Officer of the Day (AOD) representing the Warden/Director of Adult Institutions during non-business hours, weekends and holidays taking responsibility for management of the institution/division by monitoring operations and notifying appropriate administrative staff as required, utilizing AOD Book, CCR Title 15, DOM, policies and procedures, as assigned.
21.	Interacting with institutional staff and other entities, manages a major program in Headquarters (e.g., transportation, emergency operations, appeals, substance abuse, missions, California Out of State Correctional Facilities [COCF], etc.) typically involving a multidisciplinary workforce, to ensure compliance with departmental policies and procedures in accordance with CCR Title 15, DOM and local operational procedures on an ongoing basis.
22.	Confers with the Inmate Advisory Committee to resolve issues or provide information utilizing resources as needed and/or requested.
23.	Oversees the administration of various inmate services to include: food services, canteen, clothing, inmate assignments, religious programs, volunteer and self-help groups, academic/vocational education, visiting, and programs of the institution, to operate within the budgetary limitations and in accordance with regulations, health and safety rules, State and Federal statutes, PC, CCR Title 15 and DOM, departmental policies and procedures, on an ongoing basis.

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24.	Oversees the administration of various facility operations to include: plant operations, fire/life safety, water and sewage treatment, warehousing, fleet administration, and hazardous materials management, to operate within the budgetary limitations and in accordance with regulations, health and safety rules, and departmental policies and procedures, on an ongoing basis.
25.	Oversees various administrative functions to include: personnel, accounting, procurement, information systems, telecommunications, inmate records, mailroom, personnel assignments, and return-to-work, to operate within the budgetary limitations and in accordance with regulations, health and safety rules, and departmental policies and procedures, on an ongoing basis.
26.	Acts as a liaison with outside partners to include: Prison Industry Authority, Board of Parole Hearings, Department of Mental Health, Friends Outside, Joint Venture Entities, Employee Organizations, (e.g., CCPOA, SEIU, IUOE, UAPD, etc.), Inmate Family Council, Inmate/Ward Labor, etc., as needed.
27.	Monitor and exercise fiscal accountability by reviewing staffing resources, Workers' Compensation, sick leave usage, travel, overtime, procurement of goods, contracts for services, etc. utilizing various resources (e.g. Post Assignment Schedule, Watch Office Tracking System, Monthly Budget Plan, CalStars and Focus Reports, etc.) on an ongoing basis.
28.	Initiates Budget Concept Statements (BCS) and/or Budget Change Proposals (BCP) to provide justification and obtain approval for funding of new program implementation, physical plant improvements, equipment and staffing, etc., utilizing various resources (e.g. mandates, statistical data, policies, procedures, DOM, State Administrative Manual, prior BCS/BCP, Office of Facilities Management staff, etc.) as needed.
29.	Oversees the operation of and monitors segregated housing (Administrative Segregation, Security Housing Unit, Psychiatric Service Unit and Protective Housing Unit) to ensure conditions of confinement, due process rights, and levels of care are consistent with the inmates' classification and health care needs, utilizing various resources (e.g., policies, procedures, PC, CCR Title 15, DOM, etc.) on an ongoing basis.

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30.	Oversees the administration of court mandates related to the Disability Placement Program and Developmental Disability Program, to ensure inmates receive reasonable accommodations to effectively program in an institutional setting on an ongoing basis.